

DEGREE/PAYROLL CHANGES 2014-2015 SCHOOL YEAR

Degree Change

Directions: If you have a degree change, fill out this portion and fax to Finance: 968-4475. Make sure to notify the State Department of your degree change. This office does not notify the State.

I have obtained the following degree as of _____.

_____ BS
_____ MS
_____ MS+30
_____ EDS
_____ DR

Payroll Changes

Directions: If you would like to CHANGE the frequency of how you are paid, mark the appropriate changes. Please note: These changes will begin with the August check ofr 12 month staff and with the September check for 10 month staff. Anyone not indicating a change will remain the same as last school year.

_____ MONTHLY	_____ 10 MONTHS
_____ BI-MONTHLY	_____ 11 MONTHS
	_____ 12 MONTHS

EMPLOYEE SIGNATURE AND DATE

FAX OR SCAN/EMAIL TO: PAYROLL, 968-4475 OR acbowman91@hotmail.com